WALLINGFORD SWARTHMORE
SCHOOL DISTRICT

REQUEST FOR CONTINUING EDUCATION AND TRAINING ASSISTANCE

WSESPA Instructions:

1. File all copies with Human Resources Department **before** classes begin. Reimbursement is available only on pre-approved courses.
2. Reimbursement is made only upon receipt of a transcript or grade report and a receipt listing the tuition amount and the amount of fees.

Name _____

Home Address _____

_____

Building/Department _____ Position _____

College or University _____

Course Title	Course #	Dates	Credits	Tuition
_____	_____	_____	_____	$_____

_____ _____

Date Submitted Signature of Employee

Pre-approval for school year_____ reimbursement of $ _____

Signature of Human Resources Director _____

Transcript and receipt received by Human Resources Department on _____

Payment of $_____ Authorized by _____ Date

$700.00 Fiscal Year Individual Limit Budget Code 10-2830-240-000-00-000-000-006

_____ Amount of this request

_____ Paid FYTD

_____ Total

_____ Remainder of Fiscal Year Limit as of _____